

POSTAL SERVICE PROJECT

MAIL IMPROVEMENT PROGRAM

SUMMARY OF QUESTIONNAIRE *REPUES*

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes	<u>6,624</u>
(2) Window envelopes	<u>25,160</u>
Total	<u>31,784</u>

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"	<u>674</u>
(2) 9" x 12"	<u>289</u>
(3) Over 9" x 12"	<u>1080</u>
Total	<u>2043</u>

c. Self-mailers:

(1) Post cards	<u>-0-</u>
(2) ADP cards	<u>-0-</u>
(3) Fold over reply cards	<u>-0-</u>
(4) Booklets	<u>-0-</u>
(5) Other	<u>-0-</u>
Total	<u>          </u>

GRAND TOTAL

33,830

25 YEAR RE-REVIEW

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2. Are insert sizes (as a rule) compatible with envelope sizes?

Yes 100 % No \_\_\_\_\_

3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes 95 % No 5 % % OF THOSE REPORTING USE OF FLAPS

4. What types of material are normally mailed in flats? \_\_\_\_\_

5. Are any envelopes sealed with strings, clasps or staples? Yes \_\_\_\_\_  
No 100 % If yes, describe types of material and reason for using fasteners employed. \_\_\_\_\_

6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes 100 % No \_\_\_\_\_  
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?  
Yes \_\_\_\_\_ No \_\_\_\_\_

7. Addresses are (check one):

Typed	<u>28,780</u>
Hand Stamped	<u>1,600</u>
Addressographed	<u>2,750</u>
Handwritten	<u>700</u>

8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes 100 %  
No \_\_\_\_\_ If no, please describe variances. \_\_\_\_\_

9. If window envelopes are used, do they have a transparent covering over the window? Yes 100 % No \_\_\_\_\_ If no, describe type of envelopes employed. \_\_\_\_\_

10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes 100 %  
No \_\_\_\_\_ If no, describe differences and reasons therefore. \_\_\_\_\_

11. Cost of mailing is covered by (check one):

a. Postage stamps

8,050

b. Metered mail machine

2,030

c. Penalty indicia

23,750

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## POSTAL SERVICE PROJECT

## MAIL IMPROVEMENT PROGRAM

SUMMARY OF QUESTIONNAIRE REPLIES  
BASED ON TWELVE (12) QUESTIONNAIRES RETURNED.

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

## a. Letter-size mail:

(1) Ordinary envelopes	<u>19.6 %</u>	<u>20.8 %</u>
(2) Window envelopes	<u>74.4 %</u>	<u>79.2 %</u>
Total	<u>94 %</u>	<u>100 %</u>

## b. Flats (over 5-3/4" x 11-1/2"):

	<u>OF TOTAL (33,830)</u>	<u>OF LETTER SIZE</u>
(1) Up to 8-1/2" x 11-1/2"	<u>2 %</u>	
(2) 9" x 12"	<u>1 %</u>	
(3) Over 9" x 12"	<u>3 %</u>	
Total	<u>6 %</u>	

## c. Self-mailers:

(1) Post cards	<u>INCONSEQUENTIAL (3 EACH PER MONTH)</u>
(2) ADP cards	<u>- 0 -</u>
(3) Fold over reply cards	<u>- 0 -</u>
(4) Booklets	<u>- 0 -</u>
(5) Other	<u>- 0 -</u>
Total	<u>                    </u>

GRAND TOTAL

2. Are insert sizes (as a rule) compatible with envelope sizes?

Yes 100 % No \_\_\_\_\_

3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes 95 % No 5 % % OF THOSE REPORTING  
USE OF FLAPS

4. What types of material are normally mailed in flats? \_\_\_\_\_

5. Are any envelopes sealed with strings, clasps or staples? Yes \_\_\_\_\_  
No 100 % If yes, describe types of material and reason for using fasteners employed. \_\_\_\_\_

6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes 100 % No \_\_\_\_\_  
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?  
Yes \_\_\_\_\_ No \_\_\_\_\_

7. Addresses are (check one):

Typed	<u>85 %</u>
Hand Stamped	<u>5 %</u>
Addressographed	<u>8 %</u>
Handwritten	<u>2 %</u>

8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes 100 %  
No \_\_\_\_\_ If no, please describe variances. \_\_\_\_\_

9. If window envelopes are used, do they have a transparent covering over the window? Yes 100 % No \_\_\_\_\_ If no, describe type of envelopes employed. \_\_\_\_\_

10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes 100 %  
No \_\_\_\_\_ If no, describe differences and reasons therefore. \_\_\_\_\_

11. Cost of mailing is covered by (check one):

- a. Postage stamps 24 %
- b. Metered mail machine 6 %
- c. Penalty indicia 70 %

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